

Headteacher
Mr J Muhammad LLB (Hons), PGCE

Executive Headteachers
Ms H Foxworthy
Ms A Thompson



**Gipsy Hill
Federation**

Thursday 2nd September 2021

Dear Parents/Carers,

We hope that you have all enjoyed a restful summer. We look forward to welcoming your child(ren) back on Monday 6th September.

As you will be aware, new government guidance has been issued to schools in relation to the management of the covid-19 pandemic. From 16th August, both children under 18 and adults who have been fully vaccinated, are no longer required to self-isolate, if they have been identified as a close contact. This should reduce onsite closures of classes and year groups, we experienced last year. The health and safety of our whole school community continues to be our main priority and working in partnership with you as parents/carers continues to be of utmost importance, to ensure that everyone can access our school safely and with confidence.

Please therefore note the information below. We will continue to send further updated Public Health and DfE guidance, as appropriate:

Anyone showing symptoms of Covid-19

- anyone showing symptoms of covid-19 (fever, persistent cough, loss of sense of taste or smell) should not attend school and should book a PCR test. If the PCR test comes back negative and your child no longer has a fever, they will be able to return to school.
- anyone who receives a positive PCR test will still be required to self-isolate for 10 days.
- please inform the school of the PCR test result. We will continue to be working closely with Public Health in case of any identified outbreak.

Contact Tracing

Contact tracing will now be undertaken by NHS test and trace. NHS test and trace (not school) will inform close contacts (other than those who are exempt) of any need to self-isolate. Please note that as a school we will not share contact details of other children/parents with parents. If, as a parent, you are contacted by NHS test and trace following your child(ren) testing positive for Covid, please direct NHS test and trace to the school, in any instance where there are identified close contacts who attend Paxton. Personal data (of employees, parents or visitors to school) may be shared with NHS/Public Health Agencies (including NHS Test and Trace) where relevant to the Covid pandemic. Where data is shared, we will ensure that the data shared is limited

Woodland Road, London SE19 1PA Tel: 020 8670 2935 Fax: 020 8761 6316

Email: paxton@ghf.london www.gipsyhillfederation.org.uk



to the minimum necessary, that we will only share data with appropriate authorities using secure methods and having verified their identity. We will keep a note of the data shared and will, wherever possible, notify you when we have had to share data.

Where a member of staff or pupil tests positive, where appropriate a letter will be shared with the relevant members of the school community (staff and pupils) informing staff/families of a positive case. Any such letter, should not be viewed as an instruction to self-isolate and your child's attendance at school should continue.

Where there is a pattern (in line with public health thresholds) of a number of positive cases amongst staff and/or pupils who have mixed closely, the school will work with Public Health who will provide additional advice and guidance regarding additional measures to be implemented.

Remote Education

If your child(ren) is self-isolating, having tested positive for Covid, but are well enough to access schoolwork, the remote education offer will be provided as outlined on the website under 'in case of individual isolation' (<https://www.ghf.london/home-learning>).

System of Controls

As a school, it is essential that we continue to mitigate the risk of transmission and minimise any potential outbreaks. We remain committed to ensuring that all members of our school community are able to engage in school as safely as possible. We will ensure that we do everything in our control to minimise any disruption to education. For this reason, we will continue to implement our system of controls as took place last academic year, at least until October half-term. This will be kept under careful review. We are keen to ensure that wherever possible, parents have opportunities to be welcomed back into school for key events and we will review this, in the coming weeks. Please also look out for the enrichment timetable that will be shared shortly as our enrichment club offer will be re-opening this term.

Our system of controls include:

- anyone with symptoms will continue to be asked to return home and book a PCR test; in line with public health guidance anyone testing positive will continue to self-isolate for 10 days
- continued staggered start and end times to the school day
- continued staggered lunch and play times, wherever possible, minimising contact between classes/year groups
- continued recommendation to wear face coverings in communal areas for all staff and visitors
- ventilation to continue to be prioritised across the schools (pragmatic approach to uniform will be taken during the colder months to support this)

- enhanced cleaning protocol

For more details, please see the risk assessment published on our website (<https://www.ghf.london/updates>). Please see below for some brief but important reminders for the beginning of term.

Start & End of School Day

We will continue to have a staggered start and end to the school day. Please arrive on time, and no more than 5 mins before your child's start/end time. This arrangement is in place to reduce numbers of children and parents in the school playgrounds and to promote physical distancing.

The Start and End of School Day timetable, with your child's drop-off and collection times, will be sent to all parents/carers and will be made available on our website. We expect Year 4, 5 and 6 children to enter the school gate unaccompanied. Parents are asked to leave promptly, once your child has been handed into the care of their class teacher.

Late Arrivals

If your child arrives late for school please speak to the member of staff on gate duty for direction. Once the school day has started, please go to the main gate and use the intercom system so that your child can enter the school. A member of the School Office Team will ensure that your child is welcomed and arrives at their classroom safely.

School Attendance

There has been an important change with regard to your child's attendance. Parents/carers should be aware that school attendance is compulsory from September, and we will be fully reverting to our usual procedures. Parents/carers who have particular concerns should contact their school office, for further advice.

Uniform

We now expect that children will attend school in full uniform. Uniforms should be changed throughout the week to ensure it is clean. Normal methods of cleaning clothing should be used, with no special treatments being required. Wearabouts in Norwood High Street is open and well stocked with our school uniform. We understand that some families may have had difficulty obtaining uniform of the correct size over the last few months as shops were not open for a considerable period of time. If you are in this position, please contact the school office directly, as we hold a small stock of clean and serviceable 'pre-loved' items available.

Breakfast and Afterschool Care

This service will be available from the start of term. Please book in the usual manner.

Communication

We will continue to communicate with parents via email and /or by text, as we seek to limit the number of parents/carers and visitors on site. Please ensure that we have your most up to date and correct contact details. If you need to speak to a member of staff urgently please call the school office and the member of staff will call you back. Email paxton@ghf.london Telephone: 0208 670 2935.

Face Coverings

Parents/ carers must wear face coverings, when entering the school building. Children are not required to wear any form of face-covering on our site. If your child arrives with a face covering, they are required to remove it, as they enter the school playground. Disposable masks need to be put in the lidded bin, (these are located at the entrance gates), after which hand sanitiser should be used. If your child wears a fabric face mask to school, they must put it away in a named, plastic bag and then sanitise their hands.

School Bags

All children will all be given their own resources to use at school. In the past, some of our older children liked to bring their own pencil cases to school however we want to limit items coming from home to school and vice – versa. Therefore, please ensure that only clearly labelled book bags and packed lunch boxes if needed are brought to school.

Although drinking water is available for pupils in all classrooms, if parents wish, they may provide their child with their own water bottle, labelled clearly with their full name. This must go home at the end of every day to be washed.

PE Kits

Please ensure your child attends school in full PE Kit, on their timetabled days. Details of your child's weekly timetable will be sent to you shortly.

First Aid, Hygiene and Cleaning

Each classroom has its own First Aid kit, with trained staff available to administer basic First Aid. Every room is supplied with tissues, handwashing resources and cleaning products for cleaning tables and frequently touched surfaces, and any items that have to be handled/shared. There is a lidded bin in each classroom and intervention space, for waste disposal. Teachers and support staff will reinforce 'Catch it, Bin it, Kill it' guidelines, daily. Children and staff sanitise their hands regularly, throughout the day. This forms part of our whole school heightened sanitary practices.

Lunch Times

From the start of term and until further notice we will continue with a rota system to ensure the smooth provision of lunches. Children will be able to order lunches in

advance. Further details will be sent out to all parents, separately. If your child does bring a packed lunch box to school please ensure that it is clearly labelled.

Your support in following this guidance is particularly appreciated, during these unprecedented times. We look forward to continuing to work in partnership with you, to keep our school open and ensure our pupils, staff and families are safe and thriving. Our entire staff team, especially look forward to welcoming Years 1 to 6 back on Monday 6th September, and EYFS joining us in the coming weeks. We anticipate a smooth, safe and successful start to the new term.

If you have any queries or observations, relating to your child's return to school do not hesitate to contact us.

We will continue to work to improve in all areas and ensure that we are best positioned to deliver on the promise of ensuring your child's school experience is happy and successful.

With many thanks for your continued support.

Mr J Muhammad

Headteacher